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MEMORANDUM FOR: Chief, Plans and Policy Staff

28 August 1957

SUBJECT : Intelligence School Weekly Report #35
22 August through 28 August 1957

Document No. <u>6</u>
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Class. <u>U</u> For: <u>TS S C</u>
Auth: <u>3-10-78</u>
Date: <u>35</u>

I. SIGNIFICANT ITEMS: None.II. OTHER ACTIVITIES:A. Special Orientation

(1) The Departmental Briefing was conducted on 27 August for 69 persons. Army, Navy, Air Force, State, USIA, and NEA were represented. Among those attending were [] guests from OTR and [] from OCI, including the OCI Training Officer, []. The DDCI opened the program with a word of welcome.

(2) On 26 August the CIA Introduction was conducted for [] persons.

(3) [] attended [] Departmental Briefing on 27 August, as a part of a sustained effort to read in I.O. staff members on major activities in Special Orientation. Eventually it is intended to have at least one person back-stopping [] in each of the major orientation programs.

B. Intelligence Orientation

(1) Intelligence Orientation #12 ended on Friday, 23 August. The course was received enthusiastically by the students, all of whom but one were JOF's.

(2) Work on the DD/S Exhibit is progressing satisfactorily. A dress rehearsal will be put on during the evening of 11 September in preparation for the initial presentation on the afternoon of 12 September.

(3) As of 27 August there were [] students registered for Intelligence Orientation #13 which will begin on 3 September. The schedule has been prepared and the speakers have been notified.

(4) The new vault in the R & S Auditorium is finished, just in time. Completed panels are ready to move in.

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C. Intelligence Production

(1) [] JOT's completed the Intelligence Techniques course on Friday, 23 August.

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(2) As of 27 August, enrollment in courses beginning on 9 September is as follows: Effective Speaking, [] Intelligence Research (Maps), [] and Writing Workshop, [] The Writing Workshop will be run in two sections to take care of the enrollment. Registration for these courses closes on 30 August.

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(3) [] has made arrangements with [] to use 117 Central Building for the last two sessions of Effective Speaking [].

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(4) On 22 August [] sent the first revised reading test to [] of A & E; she expects to have the second test ready for A & E this week. These new tests will be used in the 23 September class as part of an experimental design for studying reading tests.

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D. Management Training

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(1) The new reading kits for Basic Supervision were completed this week. In addition, the Supplementary kits for the course were revised. [] is now engaged in further planning for a possible pre-supervision course. Means of identifying appropriate candidates, determination of actual subject matter, and consideration of available reading and case materials are chief concerns at this stage of the planning process.

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(2) On 23 August [] visited Mr. Carl Auvil, Chief, Program Section, Executive Office of the Secretary, Navy Department, to discuss existing training programs of a management nature for civilian personnel of the Department of the Navy.

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(3) On 26 August [] contacted Donald Hayse, Special Assistant to the Chief, Bureau of Foreign Commerce, Department of Commerce, for discussion relative to development of their program for management personnel.

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(4) On Tuesday, 27 August, [] visited [] Chief, O & M Staff (IO/P Area) to discuss suggestions for emphasis within OMA's Management Training courses.

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E. Operations Support

(1) Training requirements submitted by the Office of Personnel for the coming twelve months (approximately [] students for Operations Support) were discussed with R/ER. These students can be accommodated during the coming five courses.

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(2) [] will ask Mr. Patrick Coyne, HSC staff member, to give the lecture on the National Security Council in Administrative Procedures. [] will also convey an invitation to lecture in the Intelligence phase of the I.O.)

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(3) [] has been conferring with the Chief, Transactions and Records Branch, in preparing a course of instruction on the Flex-o-writer System for the Preparation of Personnel Actions. This instruction will supersede the present block of instruction on SF-52, Request for Personnel Action, offered in Administrative Procedures.

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F. Clerical Training

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(1) During the week of 20 August there were [] people in Clerical Induction Training. [] of these people entered class for the first time. During the same period, there were [] people in Clerical Orientation.

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(2) The results of the official Agency tests administered by Clerical Induction to entrance-on-duty employees for the week of 19 August were as follows: Of [] people tested in shorthand, [] qualified; of [] people tested in typewriting, [] qualified.

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(3) The results of the official Agency tests administered by Clerical Refresher to on-duty clerical employees on 26 August were as follows: Of [] people tested in shorthand, [] qualified; of [] people tested in typewriting, [] qualified.

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G. Visual Aids Section

The weekly report of VAS is attached.

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III. PERSONNEL NOTES

A. [] joined the Intelligence Orientation Faculty as a Training Assistant on 23 August.

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B. [] has been on sick leave all this week.

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C. [] will be on annual leave until 3 September.

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D. On 23 August [] formerly with HRA/ODR,
joined the Intelligence Production Faculty.

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E. On 27 August [] was guest speaker at the
Toastmasters' Club. His subject was "Trends in Public Speaking."

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F. [] joined the Management Training Faculty
on 26 August.

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G. [] completed her contract with Clerical
Training on 23 August.

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[]
Chief, Intelligence School

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